



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



AZFACTS FAX-ON-DEMAND

ADOT SOLICITATION REFERENCE NUMBER: **T06-49-00031**

Commodity Code: **0918 – 0006, 0027, 0058, 0096; 0924 – 0019 ; 0958 – 0091**

Description: **SPR 620 – Developing a Stabilized Public Transportation Revenue Source**

DUE DATE: March 10, 2006

at 5:00 P.M. MST

DATE POSTED: **February 10, 2006**

PRE-BID CONFERENCE: **Not Applicable**

Submittal Location: Arizona Department of Transportation
Procurement Group
1739 W. Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276

REPLY TO: FAX: (602) 712-8647

Responsible Contract Officer: **Karie Ingles, CPPB**
E-mail: **kingles@azdot.gov**

Phone: **(602) 712-8505**

PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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1.0 **Statement of Need**

The Arizona Department of Transportation (ADOT), Arizona Transportation Research Center (ATRC), herein referred to as the Department, has a need for a firm or individual (hereinafter referred to as Contractor) to provide a report that provides information on the ways other states or agencies secure dedicated funding for public transportation programs and to identify supporting model legislation.

1.1 **Problem Description**

If ADOT is to have an effective Public Transportation Division (PTD) program it must be adequately funded in order to leverage Federal funding and to encourage partnership efforts with communities and entities at all levels for a variety of public transportation modes.

1.2 **Project Objectives**

1.2.1 Ascertain how other states fund this activity.

1.2.2 Outline options for obtaining the needed revenues, including model or sample legislation.

1.3 **Approach and Work Plan**

1.3.1 This project will be undertaken by means of hiring one or more persons to work for approximately six (6) months. Ideally, this project would commence in March of 2006 and conclude by September of 2006.

1.3.2 Task 1: The Project Researcher shall present an outline of a work plan. Intermediate deliverables shall be identified in the work plan and any progress payments associated with these deliverables shall be specified. The Technical Advisory Committee (TAC) will review the scope of work and work plan. At this time, any revisions needed shall be made. **Deliverable:** A work plan acceptable to the TAC.

1.3.3 Task 2: Review the existing literature that relates to transit financing options. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

1.3.4 Task 3: Survey all state DOTs to determine how they fund these activities. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

1.3.5 Task 4: Outline options, including model legislation, for PTD to achieve its objective. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

1.3.6 Task 5: Contractor shall submit a Project Final Report and a four-page Research Note to ATRC. The Final Report shall contain the data and explanatory narrative sufficient to document the Project goals, scope, methods used in the research, activities and issues, results, recommendations and all other requirements specified in this Solicitation. The Final Report shall include suggestions on how to implement recommendations made. Electronic copies of the Final Report shall be provided in mutually agreed upon formats. The Final Report shall conform to the version of the ATRC document, Guidelines for Preparing ATRC Research Reports, which is in effect at the time this Contract is executed. At Contractor's request ATRC will provide Contractor a printed or electronic copy of the Guidelines or the document may be found on the Internet at: <http://www.azdot.gov/TPD/ATRC/Publications/guidelines.asp>. The four-page Research Note serves as an executive summary for the project. It must be written in a concise manner with an emphasis on the research need, project goals, and key results, conclusions and recommendations. ATRC will provide format samples and guidelines for this document, which will be both printed and posted on the Internet. Contractor is responsible for correction of deficiencies in the Final Report that are identified by the Project's Technical Advisory Committee, the Federal Highway Administration or ATRC. The Project is not

considered complete until Report deficiencies are corrected. Contractor should include report preparation and revisions as part of the work scope for this Solicitation. Task 5 **Deliverable:** A final report that is acceptable to the TAC, Federal Highway Administration (FHWA) and ATRC.

- 1.3.7 Task 6 Provide a brief presentation to the Research Council or another audience designated by the TAC. This presentation shall include such visual aids (Microsoft PowerPoint is preferred) as necessary or useful in portraying the information content of the research. Copies of the final report and any handouts of other information shall be distributed to members of the Research Council at this presentation. **Deliverable:** A final oral presentation that is acceptable to the TAC.

1.4 Project Researcher Responsibilities

- 1.4.1 Conduct the research in accordance with ATRC guidelines. These guidelines can be found at <http://www.azdot.gov/TPD/ATRC/research/Guidelines.asp>. Copies of previously published ATRC reports illustrating the type of final product required can be found at http://www.azdot.gov/TPD/ATRC/Publications/project_reports/index.asp.
- 1.4.2 Respect the confidentiality of the Department's data—using any confidential information solely for the purposes of this research project. No data or reports shall be released to entities not directly involved with the Project without the express prior written approval of ADOT. All media contacts prior to the publication of the final report for the Project, and directly related to the Project, shall be coordinated by ADOT.
- 1.4.3 Submit periodic progress reports that summarize work to date and include a copy of appropriate deliverables (for example, bibliographies, research notes, partially completed text, tables or graphics). Frequency of progress reports shall be determined and mutually agreed upon at the time the work plan is approved.
- 1.4.4 Submit invoices for payment purposes. These invoices shall accompany the periodic progress reports and shall be for amounts commensurate with the deliverables of the project. The Project Manager shall provide sample format for invoices.

1.5 TAC Responsibilities

- 1.5.1 Provide guidance to the project by making timely responses to any relevant questions posed by the Project Researcher.
- 1.5.2 Assist in obtaining access to any official data, records, or information needed for the research.
- 1.5.3 Review progress reports in a timely manner to provide feedback and ensure that the project stays on course.
- 1.5.4 Review and approve (if satisfactory) the final report.
- 1.5.5 Provide reasonable assistance in the oral presentation to the Research Council or other designated audience.
- 1.5.6 Make the best effort to implement recommendations that would be beneficial to the Department or other government agencies and/or the traveling public.

1.6 Project Manager Responsibilities

The Project Manager shall provide general direction as necessary and be responsible for all decisions pertaining to the work on this project, including processing invoices and reporting progress to TAC.

2.0 UNIFORM TERMS AND CONDITIONS

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <http://www.azeps.az.gov/PoliciesDocuments/index.htm> or contact Karie Ingles at (602) 712-8505.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 Term

- 3.1.1 The term of any resultant contract shall commence upon contract execution and shall continue for one (1) years unless terminated, cancelled or extended as otherwise provided herein.
- 3.1.2 The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date.
- 3.1.3 In addition, by mutual written agreement, any resultant contract may be extended for supplemental periods of twelve (12) months up to a maximum of forty-eight (48) months or subject to the budget limitation of \$10,000.00.

3.2 Method of Payment & Funding Limitation

- 3.2.1 All project invoices are paid at 90% of the billed amount. The remaining 10% is withheld until final completion of the project. Payment is made based upon the deliverables identified and completed. The Department reserves the right to withhold payment in the event that adequate documentation of satisfactory progress toward completion of the project has not been received. The Project Manager shall be the judge of the adequacy of documentation and whether progress on the project is satisfactory. The maximum budget for this project is \$10,000.
- 3.2.2 The Contractor shall submit invoices for services rendered to the address as follows:
 - 3.2.2.1 Arizona Department of Transportation,
Transportation Research Center Department (Mail Drop 075R)
2739 E. Washington Street
Phoenix, AZ 85034-1422
Attention: Mr. John Semmens

3.3 Changes

The Department reserves the right to revise the delivery schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract in accordance with A.R.S. 41-2503 (5).

3.4 Accuracy of Work

The Contractor shall be responsible for the accuracy of the work and shall promptly make all necessary revisions or corrections resulting from errors and omissions on the part of the Contractor without additional compensation. Acceptance of the work by the State will not relieve the Contractor of the responsibility for subsequent correction of any such errors and clarification of any ambiguities.

3.5 Review of Contractor's Work

Work performed by the Contractor shall be subject to periodic reviews. The Department reserves the right to make such reviews and pass upon the acceptability of Contractor's work.

3.6 Cancellation for Possession of Weapons on ADOT Property

- 3.6.1 This contract may be cancelled if contractor or any subcontractors or others in the employ or under the supervision of the contractor or subcontractors is found to be in possession of weapons.

3.6.2 Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

3.6.3 Further, if the contractor or any subcontractors or others in the employ or under the supervision of the contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

3.7 Offshore Performance of Work Prohibited

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

3.8 Federal Immigration and Nationality Act

The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

3.9 Notices/Correspondence Requirements

3.9.1 All correspondence/notices for this contract shall be delivered in person or sent by mail addressed as follows:

3.9.1.1 Arizona Department of Transportation
Procurement Group
1739 W. Jackson St., Ste. A, MD100P
Phoenix, Arizona 85007-3276
Attention: Karie Ingles

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <http://www.azeps.az.gov/PoliciesDocuments/index.htm> or contact Karie Ingles at (602) 712-8505.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

5.1 Complete and return all required information to the location indicated on the solicitation, page one (1) by the time indicated. **Responses may be faxed to: (602) 712-8647, Attention: Karie Ingles.** Responses must be in writing and signed.

5.2 Required Information

5.2.1 The following shall be completed and submitted concurrent with and as part of the Offer:

Attachment 1 - Offer and Contract Award
Attachment 2 - Price Sheet
Attachment 3 - Offeror's References
Attachment 4 – State of Arizona Substitute W-9

5.2.2 Submit cover letter and resume(s) of proposed personnel.

5.2.3 Submit an example of the proposed personnel's work product or provide a website where sample can be obtained.

5.2.4 Submit transcripts or qualifications of the organization.

5.3 OFFER EVALUATION AND SELECTION

5.3.1 The table below indicates the items and the relative order of importance that shall be given to each factor in the selection of the firm or individual to undertake the research project. The offeror shall submit items 2 through 6 in written form. The project manager shall evaluate the offers and make a recommendation for award based upon the following evaluation criteria. Those offers determined to be reasonably susceptible of being selected for award shall be invited to interview. If circumstances prevent full execution of the contract, the offeror submitting the next ranked offer will be called. An award will be made to the responsible offeror whose offer is determined to be the most advantageous to the State by the Procurement Officer.

1. Interview	<p>The Project Manager will interview the offeror in person or by telephone. The interview questions to be asked are found in Exhibit A of this solicitation. Any other questions that may be asked are strictly limited to clarification, as defined below in A.A.C. R2-7-301 (3), of the offer submitted and to establish that the offeror is responsible, as defined below in A.R.S. 41-2531 (14), to undertake this project. No revisions to the offer or solicitation will take place.</p> <p style="text-align: center;"><u>Definitions:</u></p> <p>A.A.C. R2-7-301 (3) – “Clarification” means written or oral communication with a bidder or offeror, including demonstrations or questions and answers, for the sole purpose of information gathering or of eliminating minor informalities or correcting nonjudgmental mistakes in a bid or proposal. Clarification does not otherwise afford the bidder or offeror the opportunity to alter or change its bid or proposal.</p> <p>A.R.S. 41-2531 (14) – “Responsible bidder or offeror” means a person who has the capability to perform the contract requirements and the integrity and reliability, which will assure good faith performance.</p>
2. Sample of Previous work	Provide a sample of offeror's best work on a research project. If possible, this sample should reflect work on a related topic or demonstrate the type of skills that would be useful on this project.
3. Cover letter and resume	Submit a one-page cover letter briefly describing why offeror should be selected for the job and attach a brief résumé listing educational and job experiences.
4. References	Provide three (3) references (including telephone numbers and e-mail addresses) who will vouch for offeror's ability and attitude. References are required to complete Attachment 4, References.
5. Transcripts OR Qualifications of the Organization	Provide an unofficial copy of college transcripts, OR describe offeror's organizational capabilities, background qualifications and experience. Include internal methods proposed for completing projects on time and person responsible for schedule.
6. Price	Utilizing the Price Sheet, specify a “Firm Fixed Price” for completion of the project. This shall be supported by an hourly rate combined with an estimation of how many hours would be required to complete the project.

ATTACHMENT 1 OFFER AND CONTRACT AWARD



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A, Mail Drop 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211



SOLICITATION NO. T06-49-00031

Submit this form with an original signature to the State.

OFFER

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Federal Employer Identification
No.: _____

For clarification of this offer, contact:

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address/Website

City State Zip

Signature of Person Authorized to Sign Offer

Phone

Printed Name

Date

Facsimile

Title

SMALL BUSINESS CERTIFICATION

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than fifty thousand dollars (\$50,000.00) shall be restricted to small businesses in accordance with A.A.C. R2-7-335.

Signature of Person Authorized to Certify Status as Small Business

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____.

SPR 620 – Developing a Stabilized Public Transportation Revenue Source

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this _____ day of _____ 2006

Karie Ingles, CPPB

As Procurement Officer and not personally.

**ATTACHMENT 2
PRICE SHEET**

SOLICITATION NO. T06-49-00031

COMPLETE THIS FORM IN ACCORDANCE WITH SOLICITATION REQUIREMENTS AND SUBMITTED WITH OFFER:

FIRM FIXED PRICE for research project \$_____ Total

Estimated number of hours to complete project _____ Hours

Hourly Rate \$_____/hour

ATTACHMENT 3
OFFEROR'S REFERENCES
SOLICITATION NO. T06-49-00031

Provide a copy of this form to each of three (3) references for completion and inclusion with offer. These references will be checked, please make sure all information is accurate and current.

Offeror's Name _____

Reference Name _____

Reference Telephone Number _____

Reference Facsimile Number _____

Reference E-mail Address _____

What is the nature of your relationship with the referenced individual?

___ Current or former student

___ Current or former employee

___ Other (please elaborate) _____

1. On a scale of 1 to 10, with 10 being the best, how would you rate this person / firm in terms of their ability to do each of the following: (Explain as necessary.)

Complete work on schedule _____

Take direction _____

Prepare a quality written report _____

Make a coherent oral presentation _____

2. Attitude:

___ Excellent: always gives a good effort. Independently achieves good performance.

___ Good: usually gives a good effort. Requires some coaching/motivation.

___ Fair: gets work done but requires frequent coaching/motivation.

___ Poor: unreliable. Does not work to potential.

3. Is there anything else you can add that would help us evaluate this person's/firm's suitability for the job?

ATTACHMENT 4

STATE OF ARIZONA

SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM

DO NOT SEND TO IRS

Vendor MUST Print
or Type Information

DO NOT SEND TO IRS

Vendor MUST Print
Or Type Information

• Taxpayer Identification Number (TIN)

• TIN
Type☐ Employer Identification Number (EIN)
☐ Social Security Number (SSN)• State of Arizona HRIS EIN
State of Arizona Employees ONLY

• Legal Name

Must match TIN above

• Entity Type Select one of the following

- ☐ Corporation (NOT providing health care, medical or legal services) (5A)
☐ Corporation (providing health care, medical or legal services) (5M)
☐ Partnership, LLP (5T)
☐ Individual/Sole Proprietor (6I)
☐ The US or any of its political subdivisions or instrumentalities (2G)
☐ A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)
☐ Tax-exempt organization under IRC §501 (5C)
☐ An international organization or any of its agencies or instrumentalities (5U)
☐ State of Arizona employee (1E)
☐ Other Non-Tax-Exempt Entity (5P)

• Minority Business Indicator Select one of the following

- ☐ Small Business (01)
☐ Small Business – African American (23)
☐ Small Business – Asian (24)
☐ Small Business – Hispanic (25)
☐ Small Business – Native American (27)
☐ Small Business – Other Minority (05)
☐ Small, Woman Owned Business (06)
☐ Small, Woman Owned Business – African American (29)
☐ Small, Woman Owned Business – Asian (30)
☐ Small, Woman Owned Business – Hispanic (31)
☐ Small, Woman Owned Business – Native American (33)
☐ Small, Woman Owned Business – Other Minority (11)
☐ Woman Owned Business (03)
☐ Woman Owned Business – African American (17)
☐ Woman Owned Business – Asian (18)
☐ Woman Owned Business – Hispanic (19)
☐ Woman Owned Business – Native American (21)
☐ Woman Owned Business – Other Minority (08)
☐ Minority Owned Business – African American (17)
☐ Minority Owned Business – Asian (32)
☐ Minority Owned Business – Hispanic (74)
☐ Minority Owned Business – Native American (15)
☐ Minority Owned Business – Other Minority (02)
☐ Non-Profit, IRC §501(c) (88)
☐ Non-Small, Non-Minority or Non-Woman Owned Business (00)

• Main Address

Where tax information and general correspondence is to be mailed

DBA/Branch/Location

Address

Address continued

City

State

Zip code

• Remit to Address

☐ Same as Main

DBA/Branch/Location

Address

Address continued

City

State

Zip code

Contact Information

Name

Phone #

EXT

Fax

Email

• Certification

Under Penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND
 3. I am a U.S. person (including U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup.

Signature

Title

Current Date

STATE OF ARIZONA AGENCY USE ONLY

VENDOR: DO NOT WRITE BELOW THIS LINE

AGY

Agency Authorization

Print Name

Date

STATE OF ARIZONA GAO USE ONLY

VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

☐ IRS TIN Matching☐ Corporation Commission☐ HRIS☐ Other☐ Other

Vendor Number

MC

Processed by

Date Processed

GAO-W-9 Revised 03/15/05

EXHIBIT A
INTERVIEW OUTLINE
SOLICITATION NO. T06-49-00031

Name_____

Project_____

Date_____

Why do you want to work on this project?

What do you know about funding small transit systems?

How will you proceed with the research on this project?

What distinguishes you from other candidates for this job?

What is the most important skill or attribute you will bring to this job?

Are there any particular special circumstances or requests (i.e., work schedule, timeframe, task order, etc.) you would like to make regarding this project?

Any additional comments you would like to make or items you would like to show that would help ADOT evaluate your capabilities for this job?